

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **July 17, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, TIM NIXON, JOHN VAN DYCK, and VICKY VAN VONDEREN

**EXCUSED:** CHRISTOPHER WAGNER

**ALSO PRESENT:** Lynn Stainbrook, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff); Kristen Hooker (Brown County Corporation Counsel).

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:15 p.m.

### **CONSENT ITEMS**

**a. Approve/modify agenda** There were no changes to the agenda.

**b. Approval of minutes** There were no changes to the minutes and they stand approved.

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** No one from the public was present to address the Board.

**CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(g)** for the purpose of conferring with legal counsel rendering oral or written advice concerning strategy to be adopted by the Library Board with respect to litigation in which it is likely to become involved – overdue payments from adjacent county for library services provided. **Motion** by C. Buboltz, seconded by V. Van Vonderen, to move into closed session at 6:20 p.m. Staff present was invited to stay. Aye: C. Buboltz, V. Van Vonderen, J. Van Dyck, B. Nielsen, C. Bianchi, N. Jeske and K. Pletcher. Nay: None. **Motion carried.**

**Motion** by T. Nixon, seconded by V. Van Vonderen, return to open session at 6:40 p.m. Aye: C. Buboltz, V. Van Vonderen, J. Van Dyck, B. Nielsen, C. Bianchi, N. Jeske and K. Pletcher. Nay: None. **Motion carried.**

### **APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN EXECUTIVE SESSION**

**Motion** by T. Nixon, seconded by B. Nielsen, to pursue legal action against Outagamie County to recover the full amount owed to Brown County for providing library services to Outagamie County residents who do not live in a municipal library district. **Motion carried unanimously.**

*Kristen Hooker left the meeting at 6:40 p.m.*

### **STRATEGIC PLAN**

No update.

### **LIBRARY BUSINESS**

**a. Information Services Report** It was agreed to remove the Bookmobile camera from the projects list.

**b. Financial Manager's Report, Bills and Donations** There were no bills out of the ordinary.

**c. Facilities Report** Central emergency transfer switch will be completed next week. The installation of the permeable parking lot at Ashwaubenon Branch has been completed.

### **NICOLET FEDERATED LIBRARY SYSTEM (NFLS)**

**a. Lease Negotiations** C. Bianchi was seeking feedback from the Board. C. Bianchi and L. Stainbrook met with M. Merrifield. Four lease options with varying square feet and cost per square foot were presented. NFLS anticipates that they will need less space. Many scenarios were discussed including re-adjusting square foot cost to \$11-12 to align with market cost. The current ~\$14 per square foot lease includes utilities and snow removal. Other advantages realized by NFLS by being located within the library include the proximity of NFLS staff in the library building as it relates to collecting books for interlibrary loan requests; free use of library's Wi-Fi; and state delivery (moving would increase delivery costs). An \$11-12 cost per square foot is market for a commercial triple-net lease where the tenant is responsible for all real estate taxes, building insurance, and repair/maintenance as well as rent and utilities. The current lease includes utilities. C. Bianchi and L. Stainbrook will meet with M. Merrifield to discuss what reasonable costs are.

V. Van Vonderen asked if it was possible to rent just part of it. L. Stainbrook responded that there is not a private entrance and one has to go through the library to access that area. It's not space that is easily rented to the private sector. Maybe another government office

would be interested. NFLS is having a fiber line installed so that may increase the likelihood that they would choose to continue their lease. It was discussed that prorating utilities and charging NFLS based on square footage could be considered. K. Pletcher reminded that the lease has to be settled by October. The Library Board advised C. Bianchi and L. Stainbrook to work with M. Merrifield to agree on a three-year lease that includes a dissolution clause.

## **PERSONNEL COMMITTEE**

**a. Approve Change in Table of Organization** L. Stainbrook reported that the Personnel Committee is recommending a change in the allocation of assigned Library Associate hours. The library is budgeted for 511 Library Associate hours per two-week pay period. In order to provide more flexibility and to best serve the library, the Library Director recommends that the pool of part-time Library Associate hours be increased to 526 per two-week pay period (an additional 15 hours each pay period or 7.5 hours each week) in the following manner:

- Ashwaubenon – increase hours from 87.5 to 90 hours each pay period
- Denmark – increase hours from 75 to 80 hours each pay period
- Kress – increase from 87.5 to 90 hours each pay period
- Central Circulation – increase from 75 to 80 hours per pay period

Library Associate hours at East, Pulaski and Central Public Services would not be affected.

J. Van Dyck asked if unused hours will just become a pool. The flexibility of allocating hours as needed would create a pool of excess hours that could be assigned when really needed. Unused hours would ultimately be a savings. This model gives flexibility to send staff to other departments or different locations. C. Buboltz commented that a range of 15-20 hours vs. a flat 18.75 hours per week gives the right amount of flexibility to advantageously schedule staff.

**Motion** by V. Van Vonderen, seconded by C. Bianchi to approve the Table of Organization change for Library Associate hours.

**Motion carried.**

**b. Approve Changing Personnel Administration Policy to Personnel Administrative Guideline** The policy document is actually an operational document and not policy. This is an instrument that would be used as a guideline administratively. **Motion** by J. Van Dyck, seconded by N. Jeske, to approve changing the Personnel Administration Policy to a Personnel Administrative Guideline.

**Motion carried.**

## **2015 BUDGET**

**a. Approve Performance Measures, Mission Statement and Program Description** No changes were recommended. J. Van Dyck asked about including unique users (active cards) as a performance measure. A number could be collected but it would not be very accurate as the number garnered from the library's computer system would not include those who use guest passes or use resources in-house. A gate count is collected. K. Pletcher suggested that the number of web visits also be included. J. Van Dyck suggested using both the number of web visits and active card users as part of the budget presentation to Ed & Rec. **Motion** by T. Nixon, seconded by C. Buboltz, to approve the performance measures, mission statement and program description. **Motion carried.**

**b. Approve 2015 Budget Proposal** L. Denault distributed the 2015 draft budget and L. Stainbrook reviewed the budget line by line including increase and decreases in several areas including fringe benefits; technology and software maintenance; vehicle maintenance; utilities; and Information Services chargebacks. V. Van Vonderen requested further explanation on how I.S. chargebacks are calculated since it is such a large portion of the budget (\$684,165). N. Jeske also inquired how that amount equates to services received.

While the County did not reduce the library's budget, there is a projected increase in expenditures of \$63,553 and a projected reduction of revenue in the amount of \$55,000. This combination of increased expenses and reduced revenue created a potential structural deficit of \$138,553. Options discussed to combat this deficit and balance the budget included decreasing the book budget, laying off staff, closing a branch, or using carryover funds (fund balance). The Library Board recognizes that the library is already below basic level, as determined by state standards, for its book collection size and reducing the book budget was not a good solution. The Library Board discussed projects that would have to be cut if carryover funds were used to cover the shortfall that will occur in 2015. Some of those projects consist of re-staining the exterior of the Weyers-Hilliard Branch; installing soundproofing panels at the Weyers-Hilliard Branch; replacing the elevator panels at Central Library; foregoing the creation of a furniture replacement fund; technology improvements; and replacing lighting and circuit breakers at different locations.

The fund balance can be spent at the library's discretion. It traditionally has funded one-time expenses such as the implementation of energy conservation methods. V. Van Vonderen questioned what the Board will do next year if the fund balance is used this year. It was agreed that it will become necessary, barring additional funding, that closing a library location will have to be considered for 2016. J. Van Dyck asked if the library can charge users for a library card or to check out books. State statute prohibits this. Since

salaries and fringes are also a big part of the budget, the Personnel Committee has been analyzing job descriptions and number of staff to determine the best people to do the job.

The Library Director recommended covering the shortfall with carryover funds since every line item that could be reduced was reduced. The library has not received a funding increase in four years even though services, contracts and other expenses continue to increase.

**Motion** by T. Nixon, seconded by V. Van Vonderen to approve balancing the 2015 budget by using the fund balance and creating a structural deficit for 2015 with the caveat that the Library Board must consider the closing of a branch library for 2016. **Motion carried.**

#### **OLD BUSINESS**

None.

#### **PRESIDENT'S REPORT**

K. Pletcher would like to create a sub-committee to look at facilities. J. Van Dyck is willing to chair. T. Nixon and B. Nielsen agreed to serve on the sub-committee. C. Beyler will also participate.

K. Pletcher has been meeting quarterly with L. Stainbrook, administrative staff and BCTS staff to review I.S. projects. N. Jeske will attend future meetings.

Public referrals should be directed to K. Pletcher who will respond on behalf of the Library Board.

#### **DIRECTOR'S REPORT**

There were no questions for the Director.

#### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

#### **MEETIN SUMMARY/NEXT MEETING PLANNING**

The 2016 Budget will become a standing agenda item.

#### **ADJOURNMENT**

**Motion** by T. Nixon, seconded by C. Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:30 p.m.

**NEXT REGULAR MEETING**  
**August 21, 2014**  
**Central Library**  
**515 Pine Street, downtown Green Bay**  
**5:15 p.m.**

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary